

REPORTS INVENTORY					CONTROL NO. A&RC - 3	
PREPARE IN DUPLICATE					2. TYPE OF REPORT	
1. TITLE OF REPORT (if a fill-in report include Form No.) ANNUAL REPORT					<input checked="" type="checkbox"/>	STATISTICAL
					<input checked="" type="checkbox"/>	NARRATIVE
					<input type="checkbox"/>	MACHINE-NAME LISTING
3. FUNCTIONAL AREA		PERSONNEL	TRAINING	<input checked="" type="checkbox"/>	ADMIN. GENERAL	
		LOGISTICS	SECURITY	OTHER (specify)		
		MEDICAL	FINANCE			
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)		
12		Yearly (Fiscal Year)		8		
7. FORMAT (memorandum, form, computer print-out, etc)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT		
Memo & Tabular		YES	IF YES GIVE ADP PROCESSING NO.		Chief, Records Administration Branch	
		<input checked="" type="checkbox"/> NO				
10. PREPARING COMPONENT (include lowest level contributing information to report)			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
			Monthly Reports			
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
GS-11	6.87	40		274.80	1	\$ 274.80
GS-7	4.80	2		9.60	1	9.60
GS-5	3.46	8		27.68	1	27.68
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR						\$ 312.08
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE					ESTIMATED SAVINGS	
					MAN-HOURS	DOLLARS
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION
STAT 10/7/70		D/Chief A&RC				

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